

September 9, 2021

EMPIRE VILLAGE COUNCIL WORK SESSION

The meeting was called to order at the Empire Township Hall at 7:00 p.m. by President Davis who led the Pledge of Allegiance. Upon a roll call, in attendance were Trustees Bacon, Chase, Barr, Dye, and Palmer. Rademacher was absent and excused. Clerk Smith and CPA Robert Klein were also in attendance.

PRESENTATION – ANNUAL FINANCIAL REPORT – Gabridge and Co.

CPA Robert Klein reviewed the highlights of the Financial Report. He spoke directly regarding the unrestricted vs restricted net positions. The General Fund balance available is 135% greater than one year of operating expense, however there are restricted amounts in most funds. It was noted that overall expenses were lower due to less snowfall and lower beach operational and maintenance expenses.

PUBLIC COMMENT ON PRESENTATION – None.

CHANGES/ADDITIONS TO AGENDA– Dye added street closure under New Business.

ADOPTION OF THE AGENDA - Motion by Bacon, support by Barr to approve the agenda as amended. Upon a voice vote, motion passed unanimously. MOTION PASSED.

PUBLIC COMMENT ON AGENDA ITEMS – None.

COMMUNICATIONS – Bacon’s communication to Council was acknowledged without being read aloud.

DEPARTMENT HEAD REPORTS – None.

COUNCIL MEMBER/COMMITTEE REPORTS – Barr reviewed the minutes of recent Street Committee meeting and projects discussed.

OLD BUSINESS

DPW ASSISTANT JOB DESCRIPTION AND POSTING APPROVAL – Chase reviewed the Job Description proposed by the Personnel Committee. Several changes were noted, including a wage range based on qualifications. **Motion by Chase, support by Dye to approve placing the suggested ads as described (MML, Leelanau Enterprise, Benzie Patriot and TC Record Eagle) and not to exceed \$500 in costs.** Bacon noted that it would also be placed, at no cost, online at Monster, Indeed and Village website. **ROLL CALL: Ayes: Unanimous. Nays: None. MOTION PASSED.**

DNR WATERWAYS GRANT – Barr reviewed the documents provided in the packet regarding the boat ramp and shoreline improvements. Additional input would be sought before acceptance or rejection of the grant is voted on at the next regular meeting.

NEW BUSINESS

WATER SYSTEM MASTER PLAN PROPOSAL – Davis reviewed the proposal from Gosling Czubak and there was consensus that it be added to the regular meeting for a vote.

CAPITAL IMPROVEMENT PLAN PROCESS UPDATE – Davis noted that the budget is just around the corner. Palmer asked if the CIP would be done by the Village Council or the Planning Commission. It will be added to the regular meeting agenda for a vote.

SURVEY OF VILLAGE COMPLEX – Bacon noted that a survey should be completed before any building renovations are bid. Estimates will be gathered and added to regular meeting agenda.

TREE MANAGEMENT PLAN GRANT – Bacon reviewed a grant possibility for a plan that would include a review of existing trees and training by an arborist. **Motion by Bacon, support by Barr to approve the application for the Tree Management Plan Grant and form a Tree Committee responsible for implementing a management plan to manage the Village's urban forest.** Dye reviewed minutes regarding forming a committee and questioned whether a grant is appropriate now. **ROLL CALL: Ayes: Unanimous. Nays: None. MOTION PASSED.**

TRAFFICE FLOW AT BEACH PARK – Barr described viable solutions that have been suggested and reviewed by the Streets Committee over the years. A seasonal solution, installed and removed by DPW was discussed. There was consensus that it be included in the budget discussions for next year.

STREET CLOSURE – **Motion by Dye, support by Barr to approve EACC request closing Front St. from Union to Larue on October 31st for the Halloween Trunk or Treat from 4:30-7:30 p.m. ROLL CALL: Ayes: Unanimous. Nays: None. MOTION PASSED.**

PUBLIC COMMENT – None.

COUNCIL MEMBER COMMENTS – Bacon commented on solution for invasive species (purple loosestrife). Davis commented on destruction of beach wall. Dye thanked Bacon for the tree reports.

ADJOURNMENT at 9:09 p.m.

Derith Smith, Empire Village Clerk

These minutes were approved at the September 28, 2021, Regular Council meeting.